



United States Department of Agriculture

**Financial Management
Modernization Initiative (FMMI)**

***FMMI Deployment 1
Training Course Catalog***

Version 1

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1 FMMI Training

1.1 Course Catalog Overview

The FMMI Training Course Catalog contains all the key courses in the FMMI curriculum. Each course description includes:

- Target Audience
- Purpose/Description
- Course Objectives
- Pre-Requisites
- Course Length
- Delivery Method

100 Level – Introduction to FMMI

What is FMMI, why is it being implemented? This training provides an overview of the FMMI program and develops further awareness of the impact of FMMI on roles at USDA. It includes FMMI definitions, financial concepts, purpose of the FMMI program, reasons for change, changes to the high level processes, roles, benefits of the new processes and systems, and impacts to the business.

200 level – Process Overview

What are the key financial concepts associated to the FMMI implementation? This training provides detailed information about each of the business processes involved for individuals' role(s).

300 Level – System Navigation

How do I navigate the FMMI application? This training provides an overview and hands-on practice navigation of the FMMI Portal and application. The course includes log on procedures, use of icons, key navigation concepts, menu selections and paths, tool bars, reports, and FMMI Online Help.

400 Level – Role-Based

What are the processes in the core functional areas (e.g., General Ledger, Funds Management, Accounts Payable, Purchasing, Accounts Receivable, and Cost Management)? This training provides hands-on practice of the activities and tasks that individuals will be responsible for in their new role(s).

2 FMMI 100 Level Training

2.1 FMMI 101 – Introduction to FMMI

Target Audience

- All FMMI roles (Agency and Department)

Purpose/Description

- The purpose of the FMMI 101 – Introduction to FMMI course is to introduce the FMMI program to users summarizing key program goals, benefits, system capabilities and deployment approach during the transition from FFIS to FMMI. The course provides a high-level overview of the FMMI process areas, the Change Management process, and pertinent user information in preparation for Go-Live.

Course Objectives

Upon completion of this course, participants will be able to:

- Summarize the FMMI program goals, background, benefits, system capabilities, and deployment approach
- Explain the transition from FFIS to FMMI
- Identify the FMMI process areas
- Describe the FMMI system point of access
- Explain FMMI implementation phases
- Summarize the Change Management overview
- Provide participants information on the available support after FMMI Go-Live

Pre-Requisites

- Change Discussions with Agency Implementation team

Course Length

- 3 hrs

Delivery Method

- Instructor-Led Training (ILT) via Auditorium/Audio Teleconference

3 FMMI 200 Level Training

3.1 FMMI 201 – FMMI Integrated Process Overview

Target Audience

- All FMMI roles (Agency and Department)

Purpose/Description

- The purpose of the FMMI 201 - FMMI Integrated Process Overview is to provide an introduction to the process, coordination, and information needed to understand the Integrated Process in FMMI. The course also introduces the end-to-end integrated process, key terminology, FMMI user roles and their corresponding responsibilities.

Course Objectives

Upon completion of this course, participants will be able to:

- Understand why FMMI is an integrated system
- Explain the high-level FMMI process
- Explain the key terminology associated with FMMI
- Describe the main function of each FMMI process area
- Give an example of how FMMI will affect USDA's business processes

Pre-Requisites

- FMMI 101 – Introduction to FMMI

Course Length

- 1.5 hours

Delivery Method

- Self-study web-based training (WBT) via AgLearn

3.2 FMMI 202 - FMMI General Ledger Overview

Target Audience

- All General Ledger roles (Agency and Department)

Purpose/Description

- The purpose of the FMMI 202 - FMMI General Ledger Overview is to provide an introduction to the process, coordination, and information needed to understand General Ledger in FMMI. The course introduces the end-to-end General Ledger process, key terminology, General Ledger touchpoints with other process areas, FMMI user roles and their corresponding responsibilities.

Course Objectives

Upon completion of this course, participants will be able to:

- List the key General Ledger terminology
- Illustrate the process flows associated with the General Ledger process
- Explain high-level General Ledger processes
- Explain the FMMI roles required to perform the General Ledger process
 - Maintain General Ledger Master Data
 - Manage General Ledger Postings
- Explain how other process areas interact with the General Ledger process
- Provide examples of the FMMI standard reports

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview

Course Length

- 2 hours

Delivery Method

- Self-study web-based training (WBT) via AgLearn

3.3 FMMI 203 - FMMI Periodic Processing Overview

Target Audience

- All Periodic Processing roles (Agency and Department)

Purpose/Description

- The purpose of the FMMI 203 - FMMI Periodic Processing Overview course is to provide an introduction to the process, coordination, and information needed to understand Periodic Processing in FMMI. The course introduces the end-to-end Periodic Processing, key terminology, Periodic Processing touchpoints with other process areas, FMMI user roles and their responsibilities.

Course Objectives

Upon completion of this course, participants will be able to:

- Explain key Periodic Processing terminology and concepts
- Explain the FMMI roles and functions relevant to performing Periodic Processing
 - Month-End Closing sub-processes
 - Year-End Closing sub-processes
- Explain high-level Periodic Processing and sub-processes
- Explain how other process areas interact with Periodic Processing
- Provide examples of the FMMI standard reports

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview

Course Length

- 1.5 hours

Delivery Method

- Self-study web-based training (WBT) via AgLearn

3.4 FMMI 204 - FMMI Funds Management Overview

Target Audience

- All Funds Management roles (Agency and Department)

Purpose/Description

- The purpose of the FMMI 204 - FMMI Funds Management Overview course is to provide an introduction to the process, coordination, and information needed to understand the Funds Management process in FMMI. The course introduces the end-to-end Funds Management process, key terminology, Funds Management touchpoints with other process areas, FMMI user roles and their responsibilities.

Course Objectives

Upon completion of this course, participants will be able to:

- Explain the high-level Funds Management process and sub-processes
- Explain the key Funds Management terminology and business concepts
- Explain the FMMI roles required to perform the Funds Management process
 - Explain the Master Data Maintenance end-to-end process as it relates to Funds Management
 - Explain the Financial Plan Budget Planning end-to-end process as it relates to Funds Management
 - Explain the Operating Plan Budget Creation end-to-end process as it relates to Funds Management
 - Explain the Budget Distribution end-to-end process as it relates to Funds Management
- Explain how other business process areas interact with the Funds Management process
- Provide examples of the FMMI standard reports

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview

Course Length

- 2.5 hours

Delivery Method

- Self-study web-based training (WBT) via AgLearn

3.5 FMMI 205 - FMMI Cost Management Overview

Target Audience

- All Cost Management roles (Agency and Department)

Purpose/Description

- The purpose of the FMMI 205 - FMMI Cost Management Overview course is to provide an introduction to the process, coordination, and information needed to understand the Cost Management process in FMMI. The course introduces the end-to-end Cost Management process, key terminology, Cost Management touchpoints with other process areas, and FMMI user roles and their responsibilities.

Course Objectives

Upon completion of this course, participants will be able to:

- Explain key Cost Management terminology and business concepts
- Explain the high-level Cost Management process and sub-processes
 - Cost Management Master Data Sub-Process
 - Cost Allocation Sub-Process
 - Project Settlement Sub-Process
- Explain the FMMI roles required to perform the Cost Management process
- Explain how other business areas interact with the Cost Management process
- Provide examples of the FMMI standard reports

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview

Course Length

- 2.5 hours

Delivery Method

- Self-study web-based training (WBT) via AgLearn

3.6 FMMI 206 - FMMI Accounts Receivable Overview

Target Audience

- All Accounts Receivables roles (Agency and Department)

Purpose/Description

- The purpose of the FMMI 206 - FMMI Accounts Receivable Overview course is to provide an introduction to the process, coordination, and information needed to understand the Accounts Receivable process in FMMI. The course introduces the end-to-end Accounts Receivable process, key terminology, Accounts Receivable touchpoints with other process areas, FMMI user roles and their responsibilities.

Course Objectives

Upon completion of this course, participants will be able to:

- Explain key Accounts Receivable terminology and business concepts
- Explain the high-level Accounts Receivable process and sub-processes
 - Customer Master Data sub-process
 - Sales Order and Billing sub-processes
 - Accounts Receivable invoice sub-process
 - Collections sub-process
 - Credit Memo sub-process
 - Debt Management and Referral sub-processes
- Explain the FMMI roles required to perform the Accounts Receivable process
- Explain how other business areas interact with the Accounts Receivable process
- Provide examples of the FMMI standard reports

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview

Course Length

- 3 hours

Delivery Method

- Self-study web-based training (WBT) via AgLearn

3.7 FMMI 207 - FMMI Purchasing Overview

Target Audience

- All Purchasing roles (Agency and Department)

Purpose/Description

- The purpose of the FMMI 207 – FMMI Purchasing Overview course is to provide an introduction to the process, coordination, and information needed to understand the Purchasing process in FMMI. The course introduces the end-to-end Purchasing process, key terminology, Purchasing touchpoints with other process areas, and FMMI user roles and their responsibilities.

Course Objectives

Upon completion of this course, participants will be able to:

- Explain key Purchasing terminology and business concepts
- Explain the high-level Purchasing process and sub-processes
 - Vendor Master Data sub-processes
 - Purchase Requisition sub-process
 - Purchase Order sub-processes
 - Goods Receipt sub-processes
- Explain the FMMI roles required to perform the Purchasing process
- Explain how other business areas interact with the Purchasing process
- Provide examples of FMMI standard reports

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview

Course Length

- 2 hours

Delivery Method

- Self-study web-based training (WBT) via AgLearn

3.8 FMMI 208 - FMMI Accounts Payable Overview

Target Audience

- All FMMI Accounts Payable roles (Agency and Department)

Purpose/Description

- The purpose of the FMMI 208 – Accounts Payable course is to provide an introduction to the process, coordination, and information needed to understand the Accounts Payable process in FMMI. The course introduces the end-to-end Accounts Payable process, key terminology, Accounts Payable touchpoints with other process areas, and FMMI user roles and their responsibilities.

Course Objectives

Upon completion of this course, participants will be able to:

- Explain key Accounts Payable terminology and business concepts
- Explain the high level Accounts Payable process and sub-processes
- Explain the FMMI roles required to perform the Accounts Payable process
 - Bank Master Data sub-process
 - Invoicing sub-processes
 - Payment Execution sub-processes
- Explain how other business areas interact with the Accounts Payable process
- Provide examples of the FMMI standard reports

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview

Course Length

- 2 hours

Delivery Method

- Self-study web-based training (WBT) via AgLearn

4 FMMI 300 Level Training

4.1 FMMI 301 - FMMI Portal and SAP Navigation

Target Audience

- All FMMI roles (Agency and Department)

Purpose/Description

- The purpose of the FMMI 301 – FMMI Portal and SAP Navigation course is to provide an overview of the SAP ERP System, SAP modules used by FMMI and key concepts. The course includes the core functions of the system and guides users how to navigate the FMMI Portal, FMMI Online Help, to generate reports, and execute transactions.

Course Objectives

Upon completion of this course, participants will be able to:

- Describe SAP and identify SAP modules used by FMMI
- Explain the key SAP and FMMI terms and concepts
- Navigate the FMMI Portal
- Explain the difference between master data and transactional data
- Manage favorites
- Describe the screen elements and types of fields
- Perform searches in FMMI
- Navigate Online Help
- Run FMMI reports

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 20X – Required courses vary by User Role

Course Length

- 1 day

Delivery Method

- Instructor-Led Training (ILT) in Classroom

5 FMMI 400 Level Training

5.1 FMMI 401 - FMMI Display Functions

Target Audience

- All Evaluator roles (Agency and Department)
 - Accounts Payable Evaluator
 - Accounts Receivable Evaluator
 - Cost Management Evaluator
 - General Ledger Evaluator
 - Funds Management Evaluator
 - Purchasing Evaluator

Purpose/Description

- The purpose of the FMMI 401 – FMMI Display Functions course teaches the various display transactions for each FMMI process area and corresponding roles and responsibilities.

Course Objectives

Upon completion of this course, participants will be able to:

- Describe the Evaluator role and responsibilities of each FMMI process area
- Identify the available display transactions assigned to the Evaluator within each FMMI Process area
- Complete transactions for each relevant process area through activities, demonstrations, and walkthroughs

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Display Vendor Master (Purchasing)
- Display changes to Vendor Master (purchasing)
- Display Purchase Requisition
- Display Purchase Order
- Display Goods Receipt
- Display Sales Customer Master
- Display Sales Order
- Display Billing Document
- Display Billing Request
- Display Parked Documents
- Display AR Invoice (Show)
- Display Invoice Overview
- Display Parked FI Invoice
- Display Parked Invoice (LIV)
- Display Bank
- Display Payment proposal
- Display Cost Center
- Display Secondary Cost Element
- Display Primary Cost Element
- Display Cost Center Hierarchy
- Display Assessment Cycle
- Display Reimbursable Project
- Display Capital Project
- Display Expense Project
- Display G/L Account Document



- Display Parked G/L Account Documents
- Display Changes to Parked G/L Account Document
- Display G/L Account Line Items
- Display G/L Account Balances
- Display Application of Funds
- Display Budget Period
- Display Fund
- Display Funds Center
- Display Funded Program
- Display Functional Area
- Display Commitment Item
- Display Fund Group
- Display Funds Center Group
- Display Funded Program Group
- Display Functional Areas Groups
- Display Commitment Item Group
- Display Funds Reservation
- Display Budget Entry Document

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 20X – Required courses vary by User Role
- FMMI 301 – FMMI Portal and SAP Navigation

Course Length

- 1 day

Delivery Method

- Instructor-Led Training (ILT) in Classroom

5.2 FMMI 402 - FMMI Financial Management Reporting (ECC)

Target Audience

- All Reporter roles (Agency and Department)
 - Accounts Receivable Reporter
 - Accounts Payable Reporter
 - Financial Reporter
 - Purchasing Reporter
 - Cost Management Reporter
 - Funds Management Reporter

Purpose/Description

- The purpose of the FMMI 402 – FMMI Financial Management Reporting (ECC) course is to guide users through the various reporting functions available in the FMMI system. The course explains the purpose of key reports for each process area and the associated roles and responsibilities.

Course Objectives

Upon completion of this course, participants will be able to:

- Identify a selection of available reports of each FMMI Process area
- Define the purpose of the reports of every process area
- Describe the role and responsibilities of each FMMI report in the process areas
- Complete report transactions for each relevant process area

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Run Status of Funds Report BCS
- Run Status of Funds Report SPL
- Run Comparison of Budget Versions
- Run Consumption of Budget Report
- Run Funds Centers Report
- Run Commitment Items to G/L Accounts Report
- Run Application of Funds Alphabetical List Report
- Run Vendor List Report
- Run Display Changes to Vendor Report
- Run Purchase Requisition List Display by Vendor Report
- Run Material Document List Report
- Run Display Line Items Report
- Run Document Chain Report
- Run Accounts Payable Aging Report
- Run List of Sales Orders Report
- Run List of Customer Open Items Report
- Run Due Date Analysis for Open Items Report
- Run Customer Payment History
- Run Customer Open Items Analysis by Balance of Overdue Items Report
- Run Project Structure Overview Report
- Run Actual/Commitment/Total/Plan in CO Area Currency
- Run Actual Project Cost Per Month, Current Fiscal Year Report
- Run Display on Actual Cost Documents Report
- Run Actual Cost Line Items Report on Cost Centers Report
- Run Balances Report
- Run Transaction Register Report
- Run Trial Balance – FACTS I



- Run Trial Balance – FACTS II
- Run Trial Balance by Fund at G/L Account Level
- Run SF-224
- Run SF-133
- Run Balance Sheet Report
- Run Statement of Net Cost Report
- Run Statement of Changes in Net Position Report
- Run Reconciliation by Budgetary Resources Obligated to Net Cost of Operations

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 20X – Required courses vary by User Role
- FMMI 301 – FMMI Portal and SAP Navigation

Course Length

- 1.5 days

Delivery Method

- Instructor-Led Training (ILT) in Classroom

410 Series

5.3 FMMI 411 - FMMI Funds Management Master Data Maintenance

Target Audience (Department)

- Funds Management Administrator
- Funds Management Master Data Maintainer

Purpose/Description

- The purpose of the FMMI 411 - FMMI Funds Management Master Data Maintenance course is to explain the core functions for Master Data maintenance of Funds Management. The course covers the Funds Master Data elements such as Application of Funds, Budget Period, Master Data Groups, and Master Data Rules.

Course Objectives

Upon completion of this course, participants will be able to:

- Create, change, and/or display the following Individual elements of Funds Master Data: Application of Funds (AoF), Fund, Funds Center, Funded Program (display only), Functional Area, Commitment Item and budget period
- Create, change, and/or display the following Master Data groups: Application of Funds, Fund, Funds Center, Funded Program, Functional Area and Commitment Item
- Describe the master data maintenance processes and associated roles and responsibilities
- Explain master data maintainer touchpoints with other areas
- Complete transactions related to the maintenance of master data

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Create, Change, and Display Functional Areas Groups
- Create, Change, and Display Commitment Item Group
- Process Derivation Rules
- Create, Change, and Display Application of Funds
- Create, Change, and Display Budget Period
- Create, Change, and Display Fund
- Create, Change, and Display Funds Center
- Display Funded Program
- Create, Change, and Display Functional Area
- Create, Change, and Display Commitment Item
- Create, Change, and Display Fund Group
- Create, Change, and Display Funds Center Group
- Create, Change, and Display Funded Program Group

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 204 – FMMI Funds Management Overview
- FMMI 301 – FMMI Portal and SAP Navigation

Course Length

- 1.5 days

Delivery Method

- Instructor-Led Training (ILT) in Classroom

5.4 FMMI 412 - FMMI Cost Management Master Data Maintenance

Target Audience (Agency and Department)

- Agency Cost Management Master Data Maintainer
- Cost Management Administrator
- Department Cost Management Master Data Maintainer

Purpose/Description

- The purpose of the FMMI 412 – FMMI Cost Management Master Data Maintenance course is to explain the core roles and responsibilities associated with maintaining Master Data for Cost Management. The course describes key business concepts, changes, and transactions related to Cost Management Master Data process.

Course Objectives

Upon completion of this course, participants will be able to:

- Describe the Cost Management Master Data process and associated roles and responsibilities
- Explain the Department Cost Management Master Data Maintainer touchpoints with other areas
- Explain the Agency Cost Management Master Data Maintainer touchpoints with other areas
- Describe key business concepts and changes related to the Cost Management Master Data process
- Complete transactions related to the Department Cost Management Master Data Maintainer
- Complete transactions relations to the Agency Cost Management Master Data Maintainer

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Create, Change, and Display Cost Center
- Change and Display Cost Center Hierarchy
- Display Primary Cost Element
- Create, Change, and Display Secondary Cost Element
- Create, Change, and Display Assessment Cycle
- Run Assessment Cycle in Test Mode
- Create, Change, and Display Expense Project
- Create, Change, and Display Reimbursable Project
- Create, Change, and Display Capital Project
- Create Project Settlement Rules

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 205 – FMMI Cost Management Overview
- FMMI 301 – FMMI Portal and SAP Navigation

Course Length

- 1 day

Delivery Method

- Instructor-Led Training (ILT) in Classroom

5.5 FMMI 413 - FMMI General Ledger Master Data Maintenance

Target Audience (Department)

- General Ledger Master Data Maintainer

Purpose/Description

- The purpose of the FMMI 413 - FMMI General Ledger Master Data Maintenance course is to explain the process flows of the FMMI General Ledger Master Data activities such as Chart of Accounts, Account Groups, and maintenance of related Master Data. The course describes the GL Master Data user roles and their associated responsibilities and process functions in the system.

Course Objectives

Upon completion of this course, participants will be able to:

- List the key FMMI General Ledger terminology
- Illustrate the process flows associated with the General Ledger process
- Define FI Module
- Explain the interaction of the FI Module with other modules in FMMI
- Explain the General Ledger processes
 - Chart of Accounts
 - Account Groups
- Identify the FMMI roles required to perform the General Ledger process
 - Maintain General Ledger Master Data
- Identify how other process areas interact with the General Ledger process
- Complete transactions executed by the General Ledger Master Data Maintainer and General Ledger Evaluator roles
 - Create General Ledger Master Data
 - Change General Ledger Master Data
 - Display General Ledger Master Data Changes
 - Block General Ledger Master Data
 - Mark a General Ledger account for Deletion

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Create G/L Master Data
- Change G/L Master Data
- Display G/L Master Data Changes
- Block G/L Master Data
- Mark a G/L Account for Deletion

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 202 – FMMI General Ledger Overview
- FMMI 301 – FMMI Portal and SAP Navigation

Course Length

- ½ day

Delivery Method

- Instructor-Led Training (ILT) in Classroom

5.6 FMMI 414 - FMMI Customer and Vendor Master Data Maintenance

Target Audience (Department)

- Customer Master Data Maintainer
- Bank Master Data Maintainer
- Vendor Master Data Maintainer

Purpose/Description

- The purpose of the FMMI 414 – FMMI Customer and Vendor Data Maintenance course is to describe the end-to-end process flows and sub-processes associated with the maintenance of Master Data for customers and vendors. The course prepares designated users on how to execute the required tasks and activities associated with Customer and Vendor Master Data maintenance.

Course Objectives

Upon completion of this course, participants will be able to:

- Describe the purpose and use of customer master data, vendor master data, and bank master data across FMMI
- Explain how to create and maintain vendor master records and customer master records
- Describe the process for retrieving bank master data updates
- Describe the roles required to create, maintain, and retrieve master data

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Create, Change, and Display Vendor Master Record
- Block/Unblock Vendor Master
- Display Bank Master Record
- Change and Display Bank Master
- Create, Change, and Display Customer Master
- Block Customer Master
- Unblock Customer Master
- Display Sales Customer Master

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 206 – FMMI Accounts Receivable Overview
- FMMI 207 – FMMI Purchasing Overview
- FMMI 208 – FMMI Accounts Payable Overview
- FMMI 301 – FMMI Portal and SAP Navigation

Course Length

- 1 days

Delivery Method

- Instructor-led Training (ILT) in Classroom

420 Series

5.7 FMMI 421 - FMMI General Ledger Process

Target Audience (Agency and Department)

- General Ledger Administrator
- General Ledger Processor
- General Ledger Approver

Purpose/Description

- The purpose of the FMMI 421 – FMMI General Ledger Process course is to explain the end-to-end General Ledger Management process and describe associated process flows such as transaction posting, accruals and adjustments, recurring entries and parking documents. The course prepares appropriate users to manage GL postings for reconciliation and verification.

Course Objectives

Upon completion of this course, participants will be able to:

- List the key General Ledger process terminology
- Illustrate the process flows associated with the Manage General Ledger Transaction Postings process
- Define the Adjustment and Accruals process in FMMI
- Identify the FMMI General Ledger Roles and Responsibilities related to the General Ledger Transaction Posting process
- Identify General Ledger Transaction Posting touchpoints with other areas
- Complete transaction posting performed by the following roles:
 - General Ledger Administrator
 - General Ledger Processor
 - General ledger Approver

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Create G/L Account Document
- Change Header G/L Account Document
- Change Line Items G/L Account Document
- Display G/L Account Document
- Reverse G/L Account Document
- Create Parked G/L Account Document
- Change Parked G/L Account Document
- Change Header Parked G/L Account Document
- Delete Parked G/L Account Document
- Post G/L Account Document
- Display Parked G/L Account Documents
- Display G/L Account Line Items
- Display G/L Account Balances
- Create Accruals
- Reverse Accruals

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 202 – FMMI General Ledger Overview
- FMMI 301 – FMMI Portal and SAP Navigation



Course Length

- 1.5 days

Delivery Method

- Instructor-Led Training (ILT) in Classroom

5.8 FMMI 422 - FMMI Period End Process

Target Audience (Department)

- Period End Processor
- Treasury Submission Processor
- FACTS Processor

Purpose/Description

- The purpose of the FMMI 422 – FMMI Period End Process course is to explain the process flows of Period-End Closing activities that interact with General Ledger, Accounts Receivable, Accounts payable, Controlling, Funds Management and Materials Management. The course prepares users involved in the Period End process on how to execute process functions associated with their designated roles.

Course Objectives

Upon completion of this course, participants will be able to:

- Explain the process flows of Period-End Processing activities
- Explain the Period-End Processing terminology
- Describe Period-End Processing and its associated roles and responsibilities
- Explain Period-End Processing touchpoints with other process areas
- Describe key concepts related to Period-End Processing
- Complete transactions related to Period-End Process activities

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Send Bulk File to Treasury – FACTS I
- Data Extract - FACTS II
- Upload MAF File - FACTS II
- Send Bulk File to Treasury - FACTS II
- Open/Close Material Management Posting Period
- Open/Close General Ledger Posting Period
- Open/Close Controlling Posting Period
- Submit SF-224

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 203 – FMMI Periodic Processing Overview
- FMMI 301 – FMMI Portal and SAP Navigation

Course Length

- 1 day

Delivery Method

- Instructor-Led Training (ILT) in Classroom



5.9 FMMI 423 - FMMI Year End Process

The FMMI Year End Process course is scheduled to be delivered prior to FY2009 year end close activities.

430 Series

5.10 FMMI 431 - FMMI Funds Management Process

Target Audience (Agency and Department)

- Funds Management Approver
- Funds Management Budget Approver
- Funds Management Budget Coordinator
- Funds Management Processor
- Funds Reservation Processor

Purpose/Description

- The purpose of the FMMI 431 – FMMI Funds Management Process course is to provide users with a detailed understanding of the Funds Distribution, Budget Distribution and Budget Execution processes in FMMI. The course guides appropriate users how to create and manage Financial and Operating plans in the FMMI system.

Course Objectives

Upon completion of this course, participants will be able to:

- Explain the Funds Distribution Process
- Execute plan creation, copy, display and export in FMMI
- Explain the Budget Execution and Distribution sub-process in FMMI
- Create, change, and display a Funds Reservation
- Execute Operating Plan creation, modification, and display in FMMI
- Explain Funds Distribution Touchpoints with other process areas
- Participate in demonstrations and exercises to apply Funds Distribution knowledge in FMMI

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Enter Appropriation
- Approve Appropriation
- Enter Apportionment
- Approve Apportionment
- Enter Allotment
- Enter Sub-Allotment
- Approve Allotment
- Approve Sub-Allotment
- Enter Rescission at Agency Sub-Allotment Level
- Enter Rescission at Agency Allotment Level
- Enter Rescission at Agency Apportionment Level
- Enter Rescission at Agency Appropriation Level
- Approve Rescission at Agency Sub-Allotment Level
- Approve Rescission at Agency Allotment Level
- Approve Rescission at Agency Apportionment Level
- Approve Rescission at Agency Appropriation Level
- Display Budget Entry Documents
- Create Funds Reservation
- Change Funds Reservation
- Display Funds Reservation
- Create Financial Plan Appropriation Level
- Create Financial Plan Apportionment Level
- Approve Create Financial Plan Appropriation Level



- Approve Create Financial Plan Apportionment Level
- Display Changes to Operating Plan Data
- Copy Financial Plan to Operating Plan
- Export Operating Plan
- Status of Funds Report

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 204 – FMMI Funds Management Overview
- FMMI 301 – FMMI Portal and SAP Navigation

Course Length

- 1.5 days

Delivery Method

- Instructor-Led Training (ILT) in Classroom

440 Series

5.11 FMMI 441 - FMMI Sales Order Process

Target Audience (Agency and Department)

- Sales Order Processor

Purpose/Description

- The purpose of FMMI 441 - FMMI Sales Order Process course is to explain in detail the Sales Order sub-process and corresponding activities that occur within the FMMI Accounts Receivable process. The course prepares appropriate users on how to execute the Sales Order activities aligned with their role.

Course Objectives

Upon completion of this course, participants will be able to:

- Explain the purpose of the sales order activities within the Accounts Receivable process and across the FMMI system
- Explain key sales order terminology and concepts
- Explain the process flow of sales order tasks
- Create a sales order
- Change an existing sales order
- Display an existing sales order
- Explain the FMMI role required to perform the sales order activities
- Explain the interactions between sales order tasks and the Accounts Receivable business area and the overall FMMI system

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Create a Sales Order
- Change a Sales Order
- Display a Sales Order

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 206 – FMMI Accounts Receivable Overview
- FMMI 301 – FMMI Portal and SAP Navigation

Course Length

- ½ day

Delivery Method

- Instructor-Led Training (ILT) in Classroom

5.12 FMMI 442 - FMMI Billing and Collection Process

Target Audience (Agency and Department)

- Accounts Receivable Approver
- Accounts Receivable Processor

Purpose/Description

- The purpose of the FMMI 442 – Billing and Collection Process course is to explain the in detail the Billing and Collection sub-process and corresponding activities that occur within the FMMI Accounts Receivable process. The course prepares appropriate users on how to perform the Sales Order Billing, Invoice, Collections and Clearing and Credit Memo activities aligned with their role.

Course Objectives

Upon completion of this course, participants will be able to:

- Explain the purpose of Billing and Collections activities within the Accounts Receivable process and across the FMMI system
- Explain the key billing and collections terminology and business concepts
- Explain the process flows of billing and collections business activities
- Describe the roles required to complete billing and collections activities
- Explain the interactions between billing and collections activities and the Accounts Receivable business area and across the FMMI system

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Create, Change, and Display Billing Request
- Create, Change, and Display Billing Document
- Run Billing Due List
- Create, Change, and Display Accounts Receivable Invoice
- Create, Change, and Display Accounts Receivable Reversal Document
- Approve and Post Accounts Receivable Invoice
- Create Advance Payment
- Post Incoming Payment
- Create, Change, and Display Credit Memo
- Create, Change, and Display Credit Memo Reversal
- Approve and Post Credit Memo
- Approve and Post Credit Memo Changes
- Approve and Post Credit Memo Reversal

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 206 – FMMI Accounts Receivable Overview
- FMMI 301 – FMMI Portal and SAP Navigation

Course Length

- 1 day

Delivery Method

- Instructor-Led Training (ILT) in Classroom

5.13 FMMI 443 - FMMI Debt Management Process

Target Audience (Agency and Department)

- Accounts Receivable Approver
- Accounts Receivable Processor
- Debt Management Processor
- Debt Write-off Processor

Purpose/Description

- The purpose of FMMI 443 - FMMI Debt Management Process course is to explain the end-to-end process flows and sub-processes of the Debt Management Process. The course prepares appropriate users on how to perform the Debt Notification, Fee Schedule, Write-Off and Installment Plan activities aligned with their role.

Course Objectives

Upon completion of this course, participants will be able to:

- Explain the debt management process and tasks within each sub-process
- Explain the key debt management terminology
- Describe the process flows and roles within the debt management process and sub-processes
- Explain how other processes interact with the debt management process
- Complete transactions related to the debt management process

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Generate Debt Notification Letter
- Submit TROR Report
- Update Receivable Status
- Create Treasury Offset File
- Calculate and Post Interest, Penalty, and Administrative Fees for Outstanding Debt

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 206 – FMMI Accounts Receivable Overview
- FMMI 301 – FMMI Portal and SAP Navigation

Course Length

- 1/2 day

Delivery Method

- Instructor-Led Training (ILT) in Classroom

450 Series

5.14 FMMI 451 - FMMI Purchasing Process

Target Audience (Agency and Department)

- Purchase Requisition Approver
- Purchase Requisition Processor
- Purchase Order Approver
- Purchase Order Processor
- Goods Receipt Processor

Purpose/Description

- The purpose of the FMMI 451 – FMMI Purchasing Process course is to describe the end-to-end processes and interactions of the Purchasing Process in the FMMI system. The course prepares users on how to execute the required tasks and activities associated with the creation of purchase requisitions, purchase orders, and goods receipt.

Course Objectives

Upon completion of this course, participants will be able to:

- Explain the key Purchasing terminology
- Describe the Purchasing process and associated roles and responsibilities
- Explain the interactions between purchase orders, purchase requisitions, goods receipts and the Purchasing business area along with the overall FMMI system
- Complete transactions related to the Purchase Requisition Processor, Purchase Requisition Approver, Purchase Order Processor, Purchase Order Approver, and Goods Receipt Processor

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Create, Change, and Display Purchase Requisitions
- Release Purchase Requisitions
- Create, Change, and Display Purchase Orders (without reference to a purchase requisition)
- Create Purchase Requisitions (with reference to a purchase requisition)
- Release Purchase Orders
- Record Goods Receipt
- Return Goods Receipt

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 207 – FMMI Purchasing Overview
- FMMI 301 – FMMI Portal and SAP Navigation

Course Length

- 1 days

Delivery Method

- Instructor-Led Training (ILT) in Classroom

5.15 FMMI 452 - FMMI Invoice Processing

Target Audience (Agency and Department)

- Invoice Approver
- Invoice Processor

Purpose/Description

- The purpose of the FMMI 452 – Invoice Processing course is to describe the end-to-end processes and interactions associated with the receiving, entering, and approving invoices in the FMMI system. The course prepares appropriate users on how to perform the Logistic Invoice Verification (LIV) Invoice Processing & Approving, FI Invoice Processing & Approving, and Exception Processing activities aligned with their roles.

Course Objectives

Upon completion of this course, participants will be able to:

- Explain the key invoice processing terminology
- Distinguish the key differences between processing a FI invoice vs. a LIV invoice
- Explain the invoice process flows as it relates to receiving, entering, and approving invoices in FMMI
- Describe the invoice process and associated roles and responsibilities
- Explain Invoice Processor and Invoice Approver touchpoints with other areas
- Complete transactions related to the Invoice Processor and Invoice Approver

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Enter and Park LIV Invoice
- Display LIV Invoice
- Change LIV Invoice
- Post LIV Invoice
- Enter and Park FI Invoice
- Display Parked FI Invoice
- Change FI Invoice
- Post FI Invoice
- Enter and Park Credit Memo (FI)

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 208 – FMMI Accounts Payable Overview
- FMMI 301 – FMMI Portal and SAP Navigation

Course Length

- 1 day

Delivery Method

- Instructor-Led Training (ILT) in Classroom

5.16 FMMI 453 - FMMI Payment Processing

Target Audience (Department)

- Payment Certifier
- Payment Processor
- Treasury Disbursement Processor
- Payment Reversal Processor

Purpose/Description

- The purpose of the FMMI 453 - FMMI Payment Processing course is to describe the end-to-end processes and interactions of Payment Processing in the FMMI system. The course prepares appropriate users on how to perform the Payment Scheduling, Certifying Payments, Treasury Confirmation, and Payment Reversal activities aligned with their roles.

Course Objectives

Upon completion of this course, participants will be able to:

- Explain how to schedule a payment proposal
- Explain how to execute and approve a payment
- Explain how to execute Treasury confirmation
- Explain how to reverse a payment
- Describe key business concepts and changes related to Payment Processing
- Complete transactions related to the Payment Processor, Payment Certifier, Treasury Disbursement Processor, and Payment Reversal Processor

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Reverse Payment
- Reverse Payment Run
- Enter Payment Parameters
- Create/Edit Payment Proposal
- Verify Proposal
- Execute Payment
- Execute Treasury Confirmation

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 208 – FMMI Accounts Payable Overview
- FMMI 301 – FMMI Portal and SAP Navigation

Course Length

- 1 days

Delivery Method

- Instructor-Led Training (ILT) in Classroom

460 Series

5.17 FMMI 461 - FMMI Cost Management Process

Target Audience (Agency and Department)

- Cost Management Processor

Purpose/Description

- The purpose of the FMMI 461 – FMMI Cost Management Process course is to describe the end-to-end processes and interactions of the Cost Management Process in the FMMI system. The course prepares appropriate users to perform the Project Settlement, Assessment Cycle, and Activity Allocation tasks aligned with their roles.

Course Objectives

Upon completion of this course, participants will be able to:

- Describe the Cost Management Process and associated roles and responsibilities
- Manage Tracing Factors
 - Execute Project Settlement
 - Execute Assessment Cycle
 - Execute Activity Allocation
- Explain the Cost Management Administrator and Cost Management Processor touchpoints with other areas
- Describe key business concepts and changes related to the Cost Assessment process, Activity Allocation process and the Project Settlement process

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Run Project Settlement
- Run Assessment Cycle
- Reverse Assessment Cycle

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 205 – FMMI Cost Management Overview
- FMMI 301 – FMMI Portal and SAP Navigation

Course Length

- 1/2 day

Delivery Method

- Instructor-Led Training (ILT) in Classroom

470 Series

5.18 FMMI 471 - FMMI Security Administration

Target Audience (Agency and Department)

- Agency Security Administrator
- Central Security Administrator

Purpose/Description

- The purpose of the FMMI 471– Security Administration course design is to outline the detail specifications and instructional plan for this course. The Security Administration course design serves as the blueprint for building and testing the Training and Performance Support (T&PS) materials. By reviewing the course designs, the Training team should be able to formulate a distinct understanding of the structure and content of the course.

Course Objectives

Upon completion of this course, participants will be able to:

- Explain the responsibilities of the Agency Security Administrator and Central Security Administrator
- Explain the overall FMMI Security processes
- Describe key business concepts and changes related to Security Administration
- Use the GRC Access Control Tool for Risk Analysis and Remediation
- Use the GRC Access Control Tool for Compliant User Provisions
- Create a new user account in FMMI
- Edit a user account in FMMI
- Assign a role to a user in FMMI
- Run Audit Reports in FMMI

Upon completion of this course, participants will be able to successfully complete the following transactions in FMMI:

- Create New Request
- Approve a Request
- Assign Mitigation Control
- Generate GRC Reports
- Create New User Account
- Change Existing User Account
- Assign Roles to Users
- Display User Account
- Display Roles
- Generate SUIM Reports

Pre-Requisites

- FMMI 101 – Introduction to FMMI
- FMMI 201 – FMMI Integrated Process Overview
- FMMI 301 – FMMI Portal and SAP Navigation

Course Length

- 2 days

Delivery Method

- Instructor-Led Training (ILT) in Classroom